Lamoille Family Center

Board Meeting

Wednesday, May 22, 2024

5:00 PM to 7:00 PM

| Marilyn May, Chair | Pixie Loomis, Strategic Planning Committee | Eileen Paus, Secretary |
| --- | --- | --- |
| Reeva Murphy | Christine Languerand | Michele Sullivan-DuBois, Strategic Planning Committee |
| Carol Lang-Godin, ED | Kerrie Johnson | Sandy Paquette, Treasurer |

Virtual meeting via Zoom

Absent Board Members: Iris Cloutier

The Lamoille Family Center (LFC) Meeting called to order by Marilyn May at 5:10 PM

Agenda:

1. Approve minutes of March 27th and April 24th board meetings

**March 27, 2024 Board Meeting minutes;**

Pixie moved to approve the meeting minutes as written for the March 27, 2024 Board Meeting.. Michele seconded the motion. The Board voted to accept the meeting minutes of March 27, 2024 minutes. Eileen and Brenda abstained from voting, not being present at this meeting.

**April 24, 2024 Board Meeting minutes;**

Pixie moved to approve the meeting minutes as amended for the April 24, 2024 Board meeting. Reeva seconded the motion. The Board voted to accept the meeting minutes for April 24, 2024.

2. Review and possible vote on FY25 Budget provided to the Board, Draft/Fiscal Policy Change-Carol ED providing updates:

An updated budget draft was provided to the Board members.. It was minimally different from the earlier budget draft presented in April 2024. Carol provided a review of this budget and informed the Board there are no expected significant changes to occur. The Board is asked to vote on this draft budget following discussion.

Budget Notes since April Board Meeting:

* An extra 13K in Integrated Grant, and approximately 7K in Tobacco prevention = 20K
* Increased PCCN dues & increased HLV programming (youth leadership council)

Discussion:

* The Integrated Grant funding still awaits the Governor’s signature; expecting 204K, a 3% increase for the entire PCCN network.
* The PCCN network will see increased dues partially due to network infrastructure being developed. The asked amount was not met.
* The HLV program will see an increase in funding for a new Youth Leadership Council that the State has requested the participation from the LFC. The Youth Leadership Council provides a grant for tobacco prevention.
* Carol is pleased to present a budget that does not include any deficits, instead will be going into FY’25 with a surplus.
* Pixie asks if the HLV program is a successful program, why isn’t there more funding for the work. Carol replies the funding consists of several small grants that results in a burden of increased administrative time (over what is included in grants). The Drug Free Community (DFC), CDC funding, federal contract has gradually decreased over the past few years; however, the LFC has applied for another 5 year grant which will help offset administrative costs.
* Pixie asks about the Morgan Stanley (MS) discussion with staff about benefits and if this budget reflects the LFC participation in contribution toward staff retirement. MS provided the LFC staff with an explanation around investing in retirement.. Staff participation is beginning to increase.
* Carol states retirement matching was increased in the last budget and will not be increased this year; instead payroll is being reviewed and will be increased. LFC matches 1% to the 4% of the staff contribution toward retirement.

**ACTION:**

**Reeva makes a motion to approve the FY’25 draft as long as there are no changes above $10,000. Michele seconded the motion. The Board approves the FY’25 as moved.**

Fiscal Policy Change, Carol explains adjustment to depreciating

Currently the Fiscal Policy lists the LFC as capitalizing items over 1K. This creates more listing and depreciation for items such as computers that cost 1K each. The auditors were recommending an adjustment to capitalize items over 2.5K to 5K, the Board to decide on the final amount.

**Action: Pixie moved to edit the Fiscal Policy to capitalize items from 1K to items over 5K. Brenda seconded the motion. The Board unanimously approved the motion.**

3. Strategic Planning (SP) Update from Committee

Michelle reports the SP committee will not be meeting again until June 6, 2024 to allow time for surveys to return for review.

Carol reports surveys are out to community partners and staff. The Survey's deadline is June 24, 2024. Responses are being received from community partners and staff. Sarah Henshaw, Leaves of Change, will schedule meetings for focus groups to be held in the month of June. Sarah will attend the next Board Meeting.

* Pixie expresses concerns about Board participation and timing, entering the process sooner would be beneficial.
* Brenda asks if the survey questions can be shared with the Board. Carol will forward the survey to Brenda. The SP committee has reviewed the questions on the survey.
* A meeting to focus on the Strategic Planning surveys with Sarah will be on June 12, 2024, 5 PM. Sarah will provide Meeting Minutes for this meeting. The SP Committee will meet on June 5, 2024. No Board Meeting on June 26, 2024.

4. Reports/Discussion-Carol

Executive Director May 2024 Report; submitted by Carol Lang-Godin 5/21/2024

***Happy 48th Birthday to LFC!***

**Staffing:**

* Arlene Wheeler started in her role as CIS-Family Support Home Visitor this week. She fills the vacancy left by Rachel White.
* Brian Duda will end employment in June. We’re fortunate to have already found a replacement who has accepted the position. Carrie Patterson will start the last week in May. This will allow for overlap time between Brian and Carrie which is ideal. With these two new hires we will be fully staffed again!
* Wendy Chauvin returned from Florida at the end of April.
* Carol completed the “Welcome to LFC” meeting with Janine.
* The Diversity, Equity, and Inclusion committee held a lunch for staff to review survey data around ways LFC could further address DEI issues and ways we can continue to educate and support one another.
* Morgan Stanley staff attended our most recent staff meeting to give an overview/reminder about retirement benefits offered through LFC.
* Julia has arranged for staff members to each choose one LFC “swag” item to celebrate LFC’s 48th birthday. Choices include a T-shirt, a travel mug, hat or a small tote.

**Parent Child Center Network (PCCN)**

* Attended the May PCCN monthly meeting.
* Attended three Executive Committee meetings and two weekly Co-Chair meetings.
* Attended three PCCN Innovations Conference planning meetings and then the two-day PCCN Conference. The conference was held at Lake Morey. 6 LFC staff attended. Ashley led a workshop on our local Autism Task Force. I led one on DULCE Statewide efforts and another on PCCN Statewide Updates.
* Attended one meeting with PCC Executive Committee members and CDD staff as we work on how ongoing grant and payment provisions will function.
* PCCN base funding increase of $204,000 was put in the state budget. No consensus yet on how this money will be spent. We have included this in our FY’25 budget.

**Building Maintenance Projects/Bridge St. Property**

* Staff Spring cleaning will happen on June 3rd with afternoon staff wellness activities and games offered as a time for staff connection. LFC Buildings & Grounds Committee and the Sunshine/Wellness Committee are helping plan this.
* Have created a list of maintenance projects and emailed it to Contractor we use.
* Carpets were professionally cleaned in the childcare, front office, dining room and living room.

**Other**

* Co-facilitated the LINT monthly meeting.
* I attended the Building Bright Futures (BBF) State Advisory Council meeting.
* I’m working to use my vacation time before the end of the fiscal year.
* Facilitated the monthly VT Perinatal Grief/Loss Coalition meeting.
* Attended Lamoille Health Collaborative meeting.
* Julia and I met with the Vermont Community Foundation about our current investments with them and ways to increase and support donors.

**Strategic Planning**

* The Strategic Planning surveys were sent to community partners and staff. Deadline to complete is 5/24/24.
* Sarah would like to attend the June Board Meeting to do a focus group.

**Programmatic Updates**

**Health Lamoille Valley (HLV)**

* The best way to receive updates on HLV is to sign up for the newsletter. Email Jessica (jessica@healthylamoillevalley.org) to be put on the list.
* Prevention Celebration was a huge success on May 15th. 65 people attended including 35 students. Thank you to Pixie, for attending! Pixie reports the elementary school children should be heard more, there’s a lot to learn from the students.
* HLV will be supporting statewide efforts around a 12-member Youth Leadership Council supported through the Tobacco grant.

**Parent Education & Playgroups**

* We were awarded the funds for the collaborative outdoor playgroup with Four Winds Institute. Jackie mentioned this during her presentation to the board last month.
* More info on dates and times for playgroups and parent education opportunities can be found on our website: https://www.lamoillefamilycenter.org/

Pixie attended the Prevention Conference this past month. Pixie shared a presentation provided by the Hyde Park Elementary School demonstrating the lack of awareness in the community of what is going on inside the elementary schools. Considering the concerns over school budgets this is mission critical to hear from school members.

Sandy asks about Parent Education Programs available at the LFC website. At this time, summer programs do not include parent education courses, only playgroups.

**Early Childhood Programs**

* CIS Provider Rate Study review meeting was held on 4/25. It comes as no surprise that the rate study showed the need for an increase in the per member per month rate currently being paid. Public Comment is open until the end of this week.
* We’ve seen two staff leave or switch their positions at Lamoille County Mental Health which impacts our CIS-ECFMH program. Ashley is working closely with LCMH staff to support this transition and their hiring process.
* May's child care provider appreciation event was a huge success. 45 area providers attended. LFC and BBF staff did a phenomenal job putting this event together.
* The 800th baby is soon to be enrolled in DULCE. We’re working on a collaborative recognition of this with Lamoille Health Partners.

**Development Report May 2024 Board Meeting;** Submitted by Julia Skonicki

* Thanks to those who have volunteered to help write thank you letters to Appeal donors. If you haven’t yet replied to Julia, please let her know if you can help write thank you letters by May 23.
* The Kid to Camp Program has now given out over 100 scholarships!
* LFC and BBF co-hosted a Child Care Provider and Early Childhood Educator Appreciation Party at The Alchemist recently. It was a huge success, with over 40 attendees. We are especially grateful to Alchemist, Vermont Soap Company, Lake Champlain Chocolates, Ben and Jerry’s and Way Out Way for donating the space and gifts for the swag bags.
* Jamie from PaperPie and LFC are running a book bundle drive in honor of all caregivers. Please help spread the word and offer the opportunity for families to read together. You can donate by following this link: https://tinyurl.com/LFCBookDrive
* LFC is delighted to be the recipients of the Morrisville Rotary Literacy Grant for $1000 to co-host a collaborative literacy event next winter with Lanpher Memorial Library.
* We are grateful to be the recipients of a $10,000 grant from Vermont Children’s Trust Foundation to co-host a nature-based play outdoor playgroup next year with Four Winds Institute. The funds will also be used to build a mud kitchen and other fun activities on the Story Stroll! There will be Thursday summer playgroups at the LFC provided by a former staff family support worker who will lead providing time off to the current playgroup staff that manage the programs during the school year.
* You can view the Staff and Board Photo Directory by following this link – Julia is working on updating with new photos of our newest team members.

5. Old Business-Thank you note update. Individually Board Members are to contact Julia regarding thank you notes.

6. New Business-June Meeting? Nominations of Officers.

The Board reviewed current Officers. At the July 2024 Board meeting the officers will be decided. Sandy requests the Bylaws to be reviewed to follow the rules for the correct time to elect officers. The bylaws state the officers will be elected at the Annual Meeting. The Annual meeting has been moved to September.

The next Annual Meeting is scheduled for September 25, 2024, time to be determined.

**Next Meeting for Strategic Planning Focus Group**

**Wednesday, June 12, 2024, 5:00-7:00 P.M.**